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## **Recruitment**

Many Managers and Supervisors have to recruit their own personnel and, without guidance, this can be a time consuming and costly business.

This participative course will give interviewers skills to define the skills required from the applicant, prepare and plan the structure of the selection process.

This in turn will lead to better recruitment of quality personnel.

### **Course Content**

- The need for quality selection
- Writing informative recruitment advertisements
- The preparation of profiles
- Job description versus job objectives
- Creating an effective shortlist
- Preparing for the interview
- Conducting interviews
- Asking probing questions
- Being assertive
- Looking and listening for signals
- Post interview considerations
- The use of 'second interviews'
- Exercises